



POSITION VACANCY

WYOMING LEGISLATIVE SERVICE OFFICE

Position Title: Associate Fiscal Analyst

Position Overview: The Wyoming Legislative Service Office (LSO), Budget/Fiscal Division, is seeking a motivated, critical thinker interested in applying analytical skills to public budgeting, revenue forecasting, and policy analysis.

Essential Functions:

- Conduct independent fiscal analysis of state budget and state revenues for the Wyoming Legislature.
- Prepare objective quantitative fiscal research, assess and develop written fiscal impacts of proposed legislation, and monitor and forecast state revenues.
- Draft budget amendments, compile periodic state fiscal reports, and conduct general budget and revenue analysis as requested by committees or individual legislators.
- Staff legislative joint interim and standing committee meetings in a team setting.

Qualifications:

- Bachelor's degree in accounting, economics, finance, business or related field. Advanced degree preferred.
- Experience in fiscal research and software applications, including Microsoft Office.
- Self-starting, intellectually curious and creative individual comfortable operating in a fast-paced, nonpartisan environment. Knowledge of Wyoming state government preferred.
- Excellent analytical, writing, presentation and interpersonal skills.

Salary:

- Negotiable depending on experience and qualifications.
- Employees of the LSO receive many of the same benefits as employees of the State of Wyoming, including participation in the Wyoming Retirement System. For specifics, please see <https://ai.wyo.gov/divisions/human-resources/benefits>.

Application: Please send cover letter, resume, one-page writing sample, salary requirements and professional references to: Don.Richards@wyoleg.gov or Don Richards, Budget/Fiscal Administrator; Wyoming Legislative Service Office; 200 West 24th Street; Cheyenne, WY 82002.

Availability: Immediate.

Application Deadline: Applications will be accepted and reviewed continually until the position is filled.